

WebTADS GRC Quick Reference Guide

Logging In

1. Open your web browser (Explorer or Netscape)
2. Type in the following URL:
<https://webtads.nasa.gov/grc>
3. The next screen will ask for your Username, type in your username (X500 unique identifier).
4. On first-time login, your birthdate will be your password (format: mm/dd/19yy). You will be required to change it immediately with a minimum 8-character password comprised of three of the following four characters: uppercase, lowercase, special, and numeric. Example: BLRac#86 or Concord8.
5. After entering your password, click "Enter."

Note: **Online Support** is located at the top of the screen after log in. Online Support will answer many questions you might have after accessing WebTADS.

Entering Time in WebTADS

1. Log in (see "Logging In" instructions in this quick reference guide)
2. If you need to add a project, click on the file cabinet icon within the project area.
3. Select the WBS from the WBS (Job Order) drop down list.
4. Select the Hour Type from the Hour Types drop down list. (See the Standard Hour Types in this guide for descriptions of each)
5. Click the "Add Project" button on the right.
6. To choose Leave and Special Hour types, select type of leave or hour type from the drop down list.
7. Click the "Add Leave" button on the right.
8. Click the My Timesheet tab at the top left of the screen. Your labor and/or leave codes have been applied to your timesheet.
9. Enter the hours worked.
10. Click "Update."
11. Your time is now recorded.

GRC Tour Types

NASA utilizes these tour types: Traditional (Standard) (S), First 40 (I), Maxiflex (M) and Uncommon (U)

- **Traditional (Standard)**
 - ✓ Fixed schedule
 - ✓ 8 hours per day
 - ✓ 40 hours per week over 5 equal and consecutive days
- **First 40**
 - ✓ 40 hours over no more than 6-7 consecutive workdays in a workweek.
 - ✓ All hours are considered "regularly scheduled" for night and Sunday diff purposes.
 - ✓ Overtime/comp time allowed after first 40 hours of duty, ordered and approved
 - ✓ First 40 (approved by OHRWP)
 - Unlimited
 - Limited – 6am – 6pm
- **Maxiflex**
 - ✓ 80 hours a pay period in 10 or fewer days, with 2 consecutive non-workdays
 - ✓ Center establishes core days, hours
 - ✓ Schedule can be fixed or not
 - ✓ Flexible "band" 6 a.m. to 6 pm.
 - ✓ Credit hours permitted
 - ✓ Holiday pay up to 8 hours
 - ✓ OT in excess of planned schedule & over 40/8, ordered or approved
 - ✓ OT in excess of planned schedule & over 40/8, ordered or approved
- **Uncommon Tour**
 - ✓ A tour that consists of 24 hour shifts



Leave/Special Hour Types

AL	Annual leave
CTU	Comp time Used
DELU	Donated Em Leave Used
DMLU	Donated Med. Leave Used
XLV	Excused Leave
FMSF	FMLA Sick Leave - Family (up to 104 hrs for general purposes)
FMSS	FMLA Sick Leave - Self
FMAL	FMLA Annual Leave (up to 480 hrs for serious illness of family member)
HL	Holiday
CL	Jury Duty/Court Leave
ML	Military Leave
RTU	Religious Comp Time Used
RL	Restored Leave
SL	Sick Leave
FFSL	Sick Leave - Family
TOA	Time Off Award
COP	Continuation of Pay
LWOP	Leave Without Pay
FMLLW	Leave Without Pay - Family
SUSP	Suspension
AWOL	Absent Without Leave
CRU	Credit Hours Used
ALHZ	Annual Leave, Hazard Pay
CTUHZ	Comp Time Used, Hazard Pay
RLHZ	Restored Leave, Hazard Pay
SLHZ	Sick Leave, Hazard Pay

Standard Hour Types

REG	Regular
OT	Overtime
HW	Holiday Worked
CTE	Comp time Earned
RCTE	Religious Comp time Earned
OTHZ	Overtime, Hazard Pay
HZ	Hazard
CRE	Credit Hour Earned
SD	Sunday Differential
ND	Night Differential

Remark Code

The remark code is an extension of the project code. It is an unedited field that may be used to provide additional information concerning time entry.

CB	Call Back
IT	Informational Time
OB	Official Business
PF	Physical Fitness Facility
RH	Reassigned Hours
TC	Telecommuting

WBS Element

The Work Breakdown Structure (WBS) is used to define the account code and project. The WBS is synonymous to the JO number used today.



GRC's new Web-based Time
and Distribution System

<http://cfo.grc.nasa.gov/ifm/webtads.asp>

Contact Information:

Help Desk	433-4848
Linda Henninger	433-2563
Duane Schaft	433-2550